



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
State Laboratory Institute  
305 South Street, Jamaica Plain, MA 02130

DEVAL L. PATRICK  
GOVERNOR

TIMOTHY P. MURRAY  
LIEUTENANT GOVERNOR

JUDYANN BIGBY, MD  
SECRETARY

JOHN AUERBACH  
COMMISSIONER

Bureau of Communicable Disease Control  
(617) 983-6550

## Memorandum

To: Healthcare Providers  
Boards of Health  
Vaccine Distributors

From: Robert W. Morrison, Vaccine Manager

Date: April 2008

Subject: Final Inventory Adjustments for Transition to Centralized Vaccine Ordering and Distribution

---

### Providers

As we approach the transition to centralized vaccine ordering and distribution known as the Vaccine Management Business Improvement Project (VMBIP) on June 23<sup>rd</sup>, providers should have:

- Calculated your monthly usage for each vaccine
- Identified when to reorder vaccine (when you have a 6-week supply)
- Determined how frequently to order vaccine (see table below)
- Assessed vaccine storage capacity, and purchased a new refrigerator (if necessary)

No. of Doses Administered/Year	Delivery Schedule	Size of Order	Minimum Storage Capacity Needed
$\geq 2,000$	Once/month	1-month supply	2-month supply
500 - 1,999	Once every 2 months	2-month supply	3-month supply
100 - 499	Once every 3 months	3-month supply	4-month supply
< 100 doses	Once every 6 months	As needed	As needed

If you have achieved all of the objectives above, you are almost ready to go. Congratulations! **MDPH suggests that you adjust your inventory levels now, and avoid the demand for vaccines as we get closer to June 23<sup>rd</sup>**. The MDPH Regional Health Offices and your local vaccine distributors are prepared to meet your needs.

### **Vaccine Ordering and Usage Reporting**

Very shortly, a new *Vaccine Order Form* and *Vaccine Usage Aggregate Report* will be distributed. These forms are very similar to the current versions. The most noticeable change will be that the vaccines are listed alphabetically which should make it easier to locate the vaccines.

On the *Vaccine Order Form*, we are requesting an e-mail address for the contact at the provider site and the hours of operation. The e-mail address will be used to confirm the vaccine order. The hours of operation are required to ensure that vaccine arrives when the site is open. This information will be reviewed every time a site orders vaccine. If this field is omitted on the *Vaccine Order Form*, it will result in a phone call to the site and a possible delay in your vaccine shipment.

As a reminder, a *Vaccine Order Form*, *Vaccine Usage Aggregate Report*, and temperature logs for the prior month are required each time a site orders vaccine. These documents should be faxed to the Vaccine Management Unit at 617-983-6924.

### **Vaccine Distributors (Usually Local Boards of Health)**

Vaccine distributors need to make sure they have enough vaccine on hand in April, May and June to meet the needs of providers – as they will be ordering a 2-4 month supply in order to transition to VMBIP.

Vaccine distributors also need to play a coaching role with providers. When providers place their vaccine orders between now and June, the distributor should ask the provider if they are prepared for the transition to centralized vaccine ordering. Encourage providers to adjust their inventory levels now. If providers are not aware of VMBIP and the transition to centralized vaccine ordering, refer them to the state web site:

[www.mass.gov/dph/cdc/epii/imm/vac\\_management/vmbip.htm](http://www.mass.gov/dph/cdc/epii/imm/vac_management/vmbip.htm) for documents to assist them.

Since providers will be ordering all of their vaccine through the Vaccine Management Unit in Jamaica Plain, distributors should plan to adjust their inventory and be prepared to distribute **all** of their vaccine by June 23<sup>rd</sup>. You will be receiving instructions about what to do with any doses left at your sites after this date.

An emergency supply of vaccines will be available in the MDPH regional offices for a few months after the transition.

If you have any questions regarding VMBIP, vaccine inventory, ordering, usage reporting, shipments, or storage, please call the Vaccine Management Unit at 617-983-6828